



Classification: Staff Services Manager I-Specialist

Title: Budget Manager

Permanent, Full-Time

Salary: \$6,124.00 - \$7,608.00

Posted: December 27, 2019

Final Filing Date: January 20, 2020

Not Your Average State Agency

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$3 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

About the Program You'll Support

The Fiscal and Administrative Services Division Budget Office plans, establishes, manages and monitors the California Student Aid Commission's (CSAC) annual budgetary process.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Ability to work in a team environment.
- Knowledge and experience with the State of California Budgetary and Legislative process.
- Excellent written and oral communication skills.
- Excellent research and analytical skills.
- Ability to apply new ways of thinking and solve problems.
- Ability to multi-task in a fast-paced environment.
- Knowledge of the organization and functions of the California State Government including the organization and practices of the Legislature, Executive Branch, and Department of Finance.

Statement of Qualifications

All interested candidates must submit a "Statement of Qualifications" for this position, to be considered. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process. The Statement of Qualifications should be typed in Arial font, 12 pt. font size and not exceed two pages in length. Each page should include your name and the question number should be placed before each answer, as follows:

1. Please describe your knowledge and experience with State of California, Budgetary and Legislative functions and processes.
2. Describe your ability to act independently, organize and establish workload priorities.
3. Describe a time when you successfully improved a business process. What steps did you take to determine the need for improvement? And how did you implement the new business process? What were the results?
4. Describe your Budget Change Proposal (BCP) experience; have you written a BCP? For what purpose? Was this BCP successful?

Who Should Apply

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in a Staff Services Manager I position. Applications will be screened and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Please reference **RPA #19-044, Job Control #186404, Position # 270-734-4800-XXX, Staff Services Manager I, (Specialist)** in the 'Job Title' section on the application, Std. 678. Please clearly state basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the "minimum qualifications" to determine whether transcripts may be needed.

How to Apply/Final Filing Date

Applications, résumés, and SOQs must be submitted by the **final filing date of January 20, 2020**, and can be submitted electronically through the CalHR Cal Career Jobs website at www.jobs.ca.gov. Résumés are optional; the Standard 678 Employment Application and SOQ are required.

Applications will not be accepted by fax or e-mail and it is preferred to submit your application package through the Cal Career Jobs website. Please contact Personnel@csac.ca.gov if assistance is needed with the electronic process. If you are unable to submit electronically, you may submit your application and résumé by mail or in person to:

CA Student Aid Commission
P.O. Box 3210
Rancho Cordova, CA 95741-3210
Attn: HR-Recruitment

CA Student Aid Commission
11040 White Rock Rd.
Rancho Cordova, CA 95670
Attn: HR-Recruitment

Eligibility is determined by the completed information on your Std. 678 and/or résumés; please ensure applications and/or résumés contain completed information or your application may not be accepted.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

Position Identification:

Employee Name:	Vacant
Classification:	Staff Services Manager I (Specialist)
Working Title:	Budget Manager
Position Number:	270-734-4800-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	December 17, 2019
Effective Date:	December 17, 2019

Function (Summary of Responsibilities):

Under the general direction provided by the Staff Services Manager II, Fiscal Services Manager, Fiscal and Administrative Division (FASD), the incumbent plans, establishes, manages and monitors the California Student Aid Commission's (CSAC) annual budgetary process. Responsible for establishing the annual approximately \$3 billion dollar budget with the Department of Finance (DOF), the Legislative Analyst's Office (LAO) and internal CSAC Staff. Responds to DOF Budget Drills on a cyclical basis such as, but not limited to the BCP process, the Schedule 8, and Schedule 7A, employee compensation, Cash Management forecasting and Spring Finance Letters. Responsible for developing, analyzing, allocating, and monitoring the Support Divisional internal operations budgets and monitoring and analyzing the local assistance portion of the CSAC budget. Responsible for preparing reports and presentations to the Executive Team on the status of budgetary issues. The incumbent serves as a highly skilled, independent, principal staff supporting all budgetary issues of CSAC.

Reporting Relationships:

Reports directly to the Deputy Director, Fiscal and Administrative Services Division.

Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, and colleges in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 50% Develop and Monitor CSAC's PPY, PY, CY, & BY budgets (both State Ops and Local Assistance) with the Department of Finance, the Legislative Analyst's Office (LAO) and Executive Staff at CSAC. Develop budgets for each Division within CSAC to determine an allocation by Division based primarily on past year expenditures and future identified needs. Monitor monthly, quarterly, and year-end expenditure projections by Division; oversee compilation and summarizing of actual expenditures and projection data for senior and executive level managers; tracking of expenditures by line item for all line items such as operating expenses and personal services, preparation of fiscal reviews, compilation of past spending patterns against current needs, reconciliation of appropriations by expenditure category, and presentation of findings to executive management, Department of Finance and legislative consultants.

Develop, utilize, and maintain documentation and/or system information to provide the necessary controls and data; prepare the appropriate documentation for program changes, which includes the fiscal analysis and justification for the budget revisions and evaluation of each Division's needs.

Provide Commission oversight relative to reimbursement activities; prepare various analyses to ensure program needs are met and to determine whether charges are reasonable. Coordinate policy direction on allotment issues and distribution of annual funds to fulfill program needs.

Provide budgetary oversight and technical support for CSAC's approximately \$3 billion-dollar program made up of 3 major funding sources and over 9 funded programs inclusive of CSAC's State Operations (Support) budget of approximately \$16M. Provide recommendations for funding issues and program changes based on various budget related issues.

- 45% Annually work with the Department of Finance, LAO's Office, CSAC's Government Affairs staff, Executive Management and the CSAC's Research Unit to respond to various budget drills for key Budgetary due dates such as January 10, May Revise, and the July 1 Budget.

Prepare all required documents for the annual Governor's Budget process building the Budget Galley such as but not limited to: Salaries and Wages Supplement (7a), Equipment, OE&E, Reimbursement Schedules, Schedule (8), employee compensation, cash management, and Spring Finance Letters. Prepare responses to various budget letters as required, including retirement drills, general salary increases, interdepartmental charges, reduction drills, etc.

Prepare, submit and obtain approval of the annual Out-of-State Travel Blanket.

Prepare all departmental Budget Change Proposals (BCP's) to enter into the Hyperion system and submit to DOF for review and approval. Respond to BCP questions and work

with the assigned DOF analyst to ensure BCP success; analyze BCP's for conformity with the Department's and the State's policies and procedures; ensure the Commission's and DOF requirements are being met.

Non-Essential Functions

5% Other duties as assigned.

ADA Requirement

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations.

Attendance:

Must maintain regular and acceptable attendance.

Signature:

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.